



Public Airport Lessee Application

There is no fee required for this application.

Section 1 – General Public Airport Information

Name of Public Airport Applicant/Licensee _____

Location Address of Airport _____

Liquor License Number (if existing license) _____

Contact Person for Public Airport _____

Cell Phone _____ Email Address _____

Section 2 – General Lessee Information

If lessee is an entity, please complete Section 3 – Lessee Corporate Statement for each shareholder, member or partner.

Name of Lessee(s) _____

Federal Employer Identification Number

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OR

Social Security Number

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Business Business _____

Contact Person _____

Telephone _____ Cell Phone _____

Fax _____ Email Address _____

Mailing Address _____

(Street Address, City, State Zip Code)

Section 3 – Lessee Corporate Statement

All entities, except sole proprietorships, must provide the following information for all shareholders, members or partners. Please include additional pages if necessary.

Please Print

1	Shareholder, Member or Partner Name		SSN
	Address		
	Date of Birth	Actual Number of Shares and % of Ownership	
2	Shareholder, Member or Partner Name		SSN
	Address		
	Date of Birth	Actual Number of Shares and % of Ownership	
3	Shareholder, Member or Partner Name		SSN
	Address		
	Date of Birth	Actual Number of Shares and % of Ownership	
4	Shareholder, Member or Partner Name		SSN
	Address		
	Date of Birth	Actual Number of Shares and % of Ownership	

Officers and Directors

1	Officer or Director Name		SSN <i>(optional)</i>
	Address		
	Date of Birth <i>(optional)</i>	Title	
2	Officer or Director Name		SSN <i>(optional)</i>
	Address		
	Date of Birth <i>(optional)</i>	Title	
3	Officer or Director Name		SSN <i>(optional)</i>
	Address		
	Date of Birth <i>(optional)</i>	Title	
4	Officer or Director Name		SSN <i>(optional)</i>
	Address		
	Date of Birth <i>(optional)</i>	Title	

Section 4 – Additional Application Materials

Special Instructions: If personal history statements and fingerprint cards are included with your application, you are required to enclose them in the “Confidential” Envelope provided. These are confidential documents and must be kept separate from your other application documents.

- A copy of any lease and any concession or other agreement between the lessee and the agency that owns and operates the airport;
- A floor plan of the area to be leased, using approximate dimensional measurements, including external dimensions and general layout – on an 8-1/2” x 11” sheet of paper. On the floor plan you will need to clearly mark the areas where alcohol will be served, sold and stored. The floor plan must contain outside dimensions, the name of the establishment, physical address and date;
- A copy of the bank signature card for the account from which the lessee’s operating expenses will be paid;
- Federal Employer Identification Number (FEIN) as filed with the Internal Revenue Service (IRS). You can apply for a FEIN on the IRS website at www.irs.gov by clicking on the link under Online Services;
- A copy of the management agreement the lessee has entered into with any individual who manages or will manage the day-to-day business of the liquor operation;
- A personal history statement and two fingerprint cards for each individual involved in the ownership, lease or management of the liquor operation. (See Special Instructions regarding personal history statements and fingerprint cards.)
- Liquor Division Authorization to Disclose Tax Information form.

Section 5 – Declaration and Affidavit

I declare under penalty of false swearing that I am the applicant or the duly authorized representative of the entity making this application, and that the responses provided, including any accompanying information, are true, correct and complete.

_____	_____	_____	_____
Signature	Date	Printed Name	Title

Mail completed application and all required and applicable documents to:

Montana Department of Revenue
Liquor Control Division
PO Box 1712
Helena, MT 59624-1712

Questions? Call us toll free at 1-866-859-2254 (in Helena, 444-6900), or fax 406-444-0722.